

EDGECOMBE COUNTY  
DEPARTMENT OF SOCIAL SERVICES  
3003 NORTH MAIN STREET  
TARBORO, NORTH CAROLINA 27886  
(252) 641-7611

**Income Maintenance Caseworker III  
Outpost Position @ Nash Healthcare Systems  
Salary: \$27,828**

Posted: Internal, ESC, Edgecombe County Website  
165-02-506

**Description:**

The primary purpose of this position is to serve as an outstationed caseworker at Nash Healthcare Systems. This position will take and process applications for all income maintenance programs with particular expertise in the Medicaid Long-Term Care, Adult and Family and Children programs. Applications are taken and processed in-house at the hospital. Technical expertise is provided to hospital administration and professional staff on issues impacting client eligibility for all medical assistance as provided by the Medicaid program. This position is viewed by the hospital's administrative staff as the primary contact for problem resolution. This position assumes responsibility for the resolution of complex problems where the consequence of action can have a considerable effect on the client, the hospital and/or the agency. Position receives and processes all mail in applications in the Adult Medicaid Program. A valid NC driver's license and access to a passenger vehicle is required. Position performs other duties as assigned. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.). There is a possibility of overtime work. Overtime work is compensated with compensatory leave. Please note that this position is out-posted in **ROCKY MOUNT**, however, office location may change based on the needs of the agency.

**Knowledge, Skills and Abilities:**

Thorough knowledge of the income maintenance programs assigned. Considerable knowledge of agency and community programs and services which could affect the applicant. Ability to understand the needs and problems of applicants. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret a variety of regulations, policies and procedures of varying complexity. Ability to work independently and prioritize work. Ability to communicate with applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to conduct interviews and interpret agency policy and procedure to people of varied social economic and educational backgrounds; detect need for other services and make appropriate referrals. Ability to perform caseworker functions within structured time frames.

**Education and Experience Requirements:**

- Two years of experience as an Income Maintenance Caseworker.
- Will consider applicants at the Income Maintenance Caseworker II level with a hiring salary of \$25,242.00.

**Application Period: 12/28/2009 thru 01/06/2010**

**Application Deadline: January 6, 2010**

Application Process: Edgecombe County Social Services employees may return a completed NC state application to Edgecombe County DSS. All other applicants should apply through the Employment Security Commission. A pre-employment drug screening and criminal background check is required.

Preferences: Prefer applicants proficient in the use of a computer with strong verbal and written communication skills and knowledge of EIS, OLV and other eligibility and verification software programs. Bilingual (English/Spanish) applicants encouraged to apply.

**We Support a Drug Free Work Environment. A pre-employment drug screening and criminal background check is required.**

**AA/EOE**